Release 1.5: Historical Reporting Fact Sheet

Release 1.5, which will be made available to all OTCnet users in June 2014, will introduce a historical reporting (archiving) function into the OTCnet system. The CIRA CSV Historical Report is part of phase one of the Archiving and Architecture project in OTCnet. Below is some information about historical reporting that will help you prepare for this new feature.

What is a Historical Report?

Historical Reports are used to query check records that are associated with batches that have a Received Date older than 18 months from the current system date, while using other functions of OTCnet simultaneously.

What is the benefit of the Historical Reporting feature?

The new historical reporting feature allows you to efficiently generate CIRA CSV Historical Reports while using other functions of OTCnet simultaneously.

Which OTCnet users can access Historical Reports?

Users who currently have access to the CIRA CSV Report will be able to access Historical Reports.
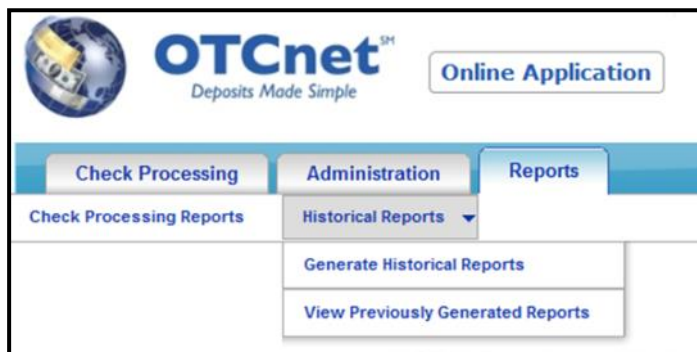
What search criteria do I need to locate check records using the new Historical Reporting function?

You can search for check records using various criteria, including: OTC Endpoint, User Defined Fields (UDFs), Account Number, Bank Routing Number, and Individual Reference Number (IRN). If you run a search without specifying any criteria other than an OTC Endpoint, the search results will include all checks in the system that you have access to view.

If you would like to learn more about other OTCnet functions, please visit the OTCnet training website at:
http://www.fms.treas.gov/otcnet/training.html.

Where can I find the Historical Reporting function in OTCnet?

After logging into the OTCnet application, click the Reporting tab, select Historical Reports, and click Generate Historical Reports to access the Historical Reporting Function, as illustrated in the figure below:

Can I search for previously generated Historical Reports?

Previously generated Historical Reports are available for seven days and can be downloaded using the View Previously Generated Reports function. Duplicate report requests based on identical search parameters cannot be made within the same seven day period; however, after seven days, the same report request can be submitted.

Is there a limit to the number of rows that can be downloaded in a CIRA CSV Historical Report?

OTCnet does not limit the number of rows that can be downloaded in a CIRA CSV Historical Report. However, if you use Microsoft Excel 2007 or higher to generate the report, up to one million rows can be viewed of the records returned in a CIRA CSV historical file. With a lower version of Excel, up to 65,000 rows can be viewed.